Policy *104* Version 1 *10/05/15*

**Policy Change Cover Sheet**

|  |  |  |
| --- | --- | --- |
| **This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.** | | |
|  | *I****f the changes you are requesting include housekeeping, please submit those changes to*** [***ndsu.policy.manual@ndsu.edu***](mailto:ndsu.policy.manual@ndsu.edu) ***first so that a clean policy can be presented to the committees.*** | |
| **SECTION**: | 104 Recruitment Period for Position Announcements | |
| 1. **Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).** | | |
| * Is this a federal or state mandate?  Yes  No * Describe change: Housekeeping change replacing reference to Office for Equity and Diversity with Office of the Provost | | |
| 1. **This policy change was originated by (individual, office or committee/organization):** | | |
| * Office/Department/Name and the date submitted – Student Life / Mary Asheim / 10/5/15 * Email address of the person who should be contacted with revisions – mary.asheim@ndsu.edu | | |
| ***This portion will be completed by Mary Asheim.***  Note: Items routed as information by SCC will have date that policy was routed listed below. | | |
| 1. **This policy has been reviewed/passed by the following (include dates of official action):** | | |
| **Senate Coordinating Committee:** | |  |
| **Faculty Senate:** | |  |
| **Staff Senate:** | |  |
| **Student Government:** | |  |
| **President’s Cabinet:** | |  |

The formatting of this policy will be updated on the website once the **content** has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to [ndsu.policy.manual@ndsu.edu](mailto:ndsu.policy.manual@ndsu.edu). All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!

**North Dakota State University  
Policy Manual  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 104  
RECRUITMENT PERIOD FOR POSITION ANNOUNCEMENTS**

SOURCE: NDSU President

1. All broadbanded employee positions will be posted for a *minimum* of ten (10) working days. Posting beyond the minimum is encouraged and the length of the posting period beyond the minimum is determined by the hiring department. In most cases, the broadbanded, administrative/managerial, and professional positions will be posted for longer than the ten working-day minimum.  
     
   The posting period begins on the day the Request to Recruit is approved.
2. All non-broadbanded positions will be posted for a *minimum* of twenty (20) working days. Posting beyond the minimum is encouraged and the length of the posting period beyond the minimum is determined by the hiring department. In most cases, the non-broadbanded executive, administrative/managerial, instructional/academic and professional positions will be posted for longer than the 20 working days.  
     
   The posting period begins on the day the Request to Recruit is approved.
3. All position announcements will include a closing date. To provide flexibility to consider applications received after this date, the position announcement may be written in a number of ways such as:
   * Initial screening to begin on (date) and will continue until position is filled
   * For full consideration, applications must be received by (date)
   * The closing date may be given with the qualifier "or thereafter until the position is filled"

If the hiring department does not use language such as that suggested above, the date given should be treated as an absolute date, and no applications postmarked after that date should be considered.

1. Occasionally, circumstances will dictate an exception to these posting period requirements. In such cases, the employing department should contact the Office of the Provost or the Office of Human Resources/Payroll prior to submitting the Request to Recruit.

HISTORY:

New July 1990  
Amended April 1996  
Amended October 2000  
Amended October 2007  
Amended December 2007